

Change Electronic Funds Transfer (EFT)/Direct Deposit

Introduction This document provides the procedure to change or update your bank account information in Direct Access/Retired Global Pay Self-Service for delivery of your retired/annuitant pay.

Discussion This application gives you the ability to update Direct Deposit for your Net Pay.

- If you already have Direct Deposit, you will be able to change bank and account information when you change banks.
- If you are currently receiving a paper check, you will be able to convert to Direct Deposit by adding a bank to your profile and electing to have your Net Pay deposited in an account at that bank.

You will NOT be able to:

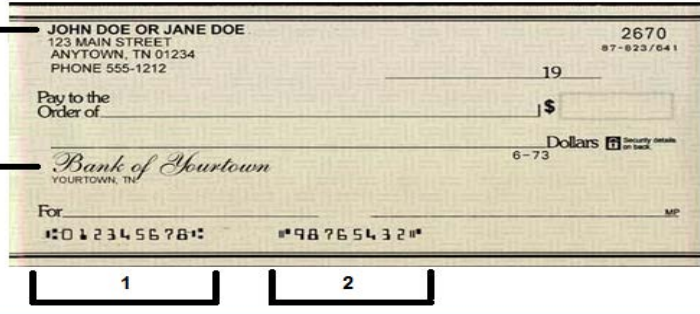
- Change from Direct Deposit to receiving a paper check.
- Change direct deposit information for allotments – you will only be able to change direct deposit information for your Net Pay.
- If you currently have a savings allotment, you cannot change your Direct Deposit to the same account.

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Change Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Account and Bank Routing/Bank ID Numbers

You can obtain your Account and Bank Routing numbers from one of your checks (as shown below) or from your financial institution.

 <p>3 — JOHN DOE OR JANE DOE 123 MAIN STREET ANYTOWN, TN 01234 PHONE 555-1212</p> <p>2670 87-823/641</p> <p>19</p> <p>Pay to the Order of _____ \$</p> <p>4 — Bank of Yourtown YOURTOWN, TN</p> <p>6-73 Dollars</p> <p>For _____</p> <p>⑆0⑆ 23456789⑆ ⑆987654321⑆</p> <p>1 2</p>											
<p>In this sample:</p> <table border="1"><thead><tr><th>Field</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td>Transit/Bank Routing Number</td></tr><tr><td>2</td><td>Account Number – Entered as “9876543”. No spaces are allowed. If dashes are indicated, they may be entered.</td></tr><tr><td>3</td><td>Account Title – Must include the employee name</td></tr><tr><td>4</td><td>Financial Institution Name. Note: If your check or shared draft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Bank ID number for Direct Deposit processing.</td></tr></tbody></table>		Field	Description	1	Transit/Bank Routing Number	2	Account Number – Entered as “9876543”. No spaces are allowed. If dashes are indicated, they may be entered.	3	Account Title – Must include the employee name	4	Financial Institution Name. Note: If your check or shared draft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Bank ID number for Direct Deposit processing.
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Change Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Procedure Log into DA Self-Service at <https://portal.direct-access.us/> and follow these steps to change your Electronic Funds Transfer/Direct Deposit account.

Step

1

Action

Select the **Change My EFT/Direct Deposit** link from the home page menu.

[View My Payslip](#)

This link will take you to a list of all available payslips to view and/or download.

[View My 1099R](#)

This link will take you to a list of all available 1099R tax documents to view and/or download.

[View/Change My Phone Number\(s\)](#)

This link will allow you to view, add, or update their phone number(s).

[Change My Delivery Options](#)

This link will allow you to change delivery options for communications.

[View/Change My Email Address](#)

This link will take you to view and/or change your email addresses stored in the Retired Payroll system.

[View My Final Pay Beneficiary](#)

Self-service users will use this link to view their Final Pay Beneficiaries

[View/Print ACA Forms](#)

View/Print ACA Forms

[View/Print My Year End Forms](#)

Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.

[View/Change My Mailing Address](#)

This link will allow you to view and make changes to your mailing address.

[Change My EFT/Direct Deposit](#)

This link will take you to view and/or change your EFT/Direct Deposit.

[Change My Voluntary Deductions](#)

This link will take you to view, add, change, or stop your voluntary deductions.

[Change My Password](#)

This link will allow you to change your password and set your Forgot Password security question/answer.

[Change My Federal & State Tax](#)

Review or change your W-4 information.

2

The current EFT/Direct Deposit information will display. If you want to change the bank and/or account information, click the **Edit** button.

My EFT/Direct Deposit

[Popeye T. Sailor](#)

Click the "Edit" button to change your existing EFT/Direct Deposit election for your net pay. You will need your bank routing number and bank account number to complete this transaction. If a Future row exists and it needs changed, click the EDIT button on the future row and make the change and save.

If you wish to change direct deposit information for your net pay and the change involves a foreign wire payment or changing from a bank transfer to another form of payment, please contact a RAS technician.

If you have any questions, please contact PPC (RAS) at 1-800-772-8724.

Pay Distribution Instructions

Status

Effective Date

Payment Method

Bank Name

Account Number

Current

01/01/2014

Bank Transfer

7 Seas Credit Union (254462264)

1234567890

Edit

Note: If current payment method is wire transfer the Edit button will not be accessible (appears grayed out as shown below). You must contact PPC Customer Service to make any changes to your payment method.

Pay Distribution Instructions

Status

Effective Date

Payment Method

Bank Name

Account Number

Current

08/01/2014

Wire Transfer

Bank of Norway (SPRON000)

1234567890

Edit

If you do not desire to make any changes at this time, click the “**Home**” link at the top of the window to return to the main menu.

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Change Electronic Funds Transfer (EFT)/Direct Deposit, Continued


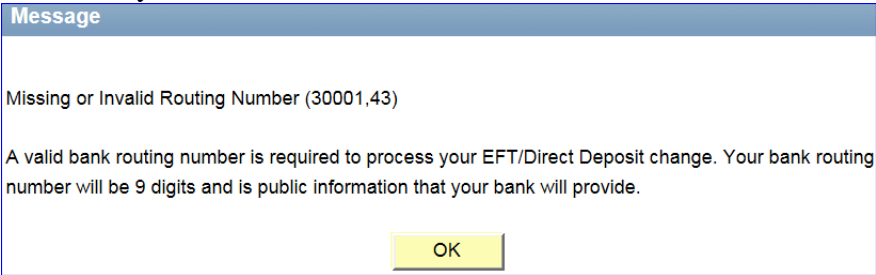
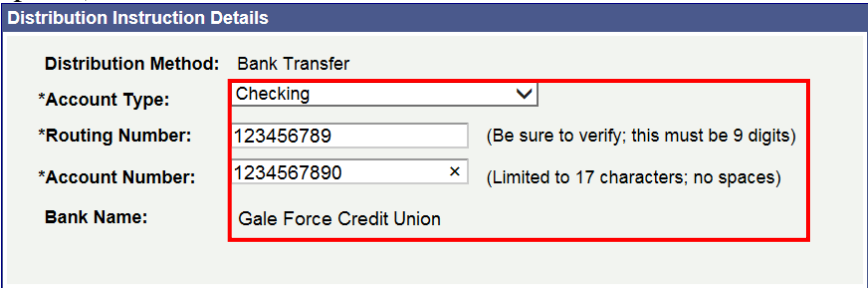
Procedure,
continued

Step	Action										
3	<p>The EFT/Direct Deposit data entry will display. Any saved changes to your direct deposit account will be effective the date shown on this page.</p> <p>My EFT/Direct Deposit</p> <p>Popeye T. Sailor</p> <p>Please specify a routing number and account number. Reference a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information.</p> <p>Please note: Your input below will ONLY change your EFT/Direct Deposit for your net pay. It will NOT change direct deposit information on any of your allotments.</p> <p>* Once saved, your EFT/Direct Deposit change will be effective for the payment you receive on June 01, 2017.</p> <p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p> <p>Distribution Instruction Details</p> <table><tr><td>Distribution Method:</td><td>Bank Transfer</td></tr><tr><td>*Account Type:</td><td>Checking <input type="button" value="v"/></td></tr><tr><td>*Routing Number:</td><td>264462264 (Be sure to verify; this must be 9 digits)</td></tr><tr><td>*Account Number:</td><td>1234567890 <input type="button" value="x"/> (Limited to 17 characters; no spaces)</td></tr><tr><td>Bank Name:</td><td>Gale Force Credit Union</td></tr></table> <p><input type="button" value="Save"/></p>	Distribution Method:	Bank Transfer	*Account Type:	Checking <input type="button" value="v"/>	*Routing Number:	264462264 (Be sure to verify; this must be 9 digits)	*Account Number:	1234567890 <input type="button" value="x"/> (Limited to 17 characters; no spaces)	Bank Name:	Gale Force Credit Union
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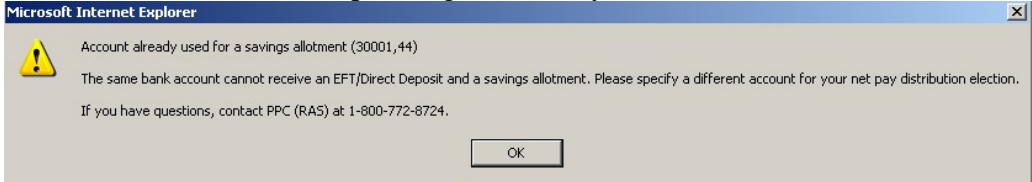
Procedure,
continued

Step	Action
3 (cont)	<p>Select the account type (Checking or Savings) from the drop-down menu next to the Account Type field.</p>  <p>Routing Number: Enter the Routing Number and press the Tab key. The Routing Number must be 9 digits. If the number you entered does not match a valid number in the database, you will receive this error message after pressing the Tab key.</p>  <p>Ensure that you typed the number correctly. If it is correct, contact your financial institution to verify the ability to receive Treasury payments. If the institution verifies the routing number, contact PPC Customer Service for assistance.</p> <p>If the routing number you entered is valid, the name of the Bank will display in the Bank Name field.</p> <p>Enter the Account Number and press the Tab key. The account number cannot exceed 17 characters (Letters, numbers and hyphens are permitted. Do not use spaces).</p> 

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Change Electronic Funds Transfer (EFT)/Direct Deposit, Continued

Procedure, continued

Step	Action										
	<p>If you specify the same account that is currently used for a savings allotment you will receive this error after pressing the tab key:</p>  <p>If you want to cancel your savings allotment, and have all your net pay go to a single account, contact PPC Customer Service.</p> <p>Before you click the Save button, note the date the change will take effect. Click the Save button.</p> <div><h3>My EFT/Direct Deposit</h3><p>Popeye T. Sailor</p><p>Please specify a routing number and account number. Reference a check or statement from your bank account to obtain your account number and routing number or contact your bank to obtain this information.</p><p>Please note: Your input below will ONLY change your EFT/Direct Deposit for your net pay. It will NOT change direct deposit information on any of your allotments.</p><p>* Once saved, your EFT/Direct Deposit change will be effective for the payment you receive on June 01, 2017.</p><p>If you have any questions, please contact PPC (RAS) at 1-800-772-8724.</p><div><h4>Distribution Instruction Details</h4><table><tr><td>Distribution Method:</td><td>Bank Transfer</td></tr><tr><td>*Account Type:</td><td>Checking</td></tr><tr><td>*Routing Number:</td><td>264462264 (Be sure to verify; this must be 9 digits)</td></tr><tr><td>*Account Number:</td><td>1234567890 (Limited to 17 characters; no spaces)</td></tr><tr><td>Bank Name:</td><td>Gale Force Credit Union</td></tr></table><p>Save</p></div></div>	Distribution Method:	Bank Transfer	*Account Type:	Checking	*Routing Number:	264462264 (Be sure to verify; this must be 9 digits)	*Account Number:	1234567890 (Limited to 17 characters; no spaces)	Bank Name:	Gale Force Credit Union
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